	APOLLO HOSPITALS, SECUNDERABAD		AAC- 08g
			Issue: C
	Laboratory- Safety Program		Date:06-01-2017
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### 1.0 Purpose:

To establish guidelines for good laboratory practice with standard precautions so as to reduce the risk of occupational hazards and enhance safety of staff and patients.

### 2.0 Scope:

Hospital wide

### 3.0 Responsibility:

Lab Services

### 4.0 Policy:

Safety and health policy statement

We at hospital are committed to provide a healthy environment for employees and patients, protecting the public and preserving our institution's assets and property. Hospital will implement an effective safety and health program for the employees, all staff will be educated to report and manage exposure to infections and hazardous materials.

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## 5.0 Staff and Patient Education and Training

- a) All new employees (fresh recruit/transferred) are trained about the safety guidelines observed in the department during their departmental orientation.
- b) All the staffs are imparted training in Fire Safety and Chemical Safety,
- c) Periodic training of the laboratory staff by Internal and External trainers are organized relating to better work practices, proper handling of equipment etc.
- d) Patients are educated regarding the Laboratory tests to be undertaken by them, special precautions or instructions if any to be observed prior to and during the test etc.
- e) All staff will be informed that they should report exposure to potentially infectious body fluid to their immediate supervisor at which time appropriate action to protect the patients in the hospital will be taken

## 6.0 Laboratory Practice and Technique

- a) Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

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- b) All personal protective equipment shall be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
- c) Used needles and other sharps shall not be sheared, bent, broken, recapped or re sheathed by hand.
- d) Eating, drinking, smoking, applying cosmetics and handling contact lenses are prohibited at work areas where there is potential for occupational exposure,
- e) Food and drink shall not be stored in refrigerators, freezers, or cabinets where blood or other potentially infectious materials are stored or in other areas of possible contamination.
- f) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, and aerosolization of these substances.
- g) Gloves shall be worn when the employee has the potential for the hands to have the direct skin contact with blood, other potentially infectious materials, mucous membranes, non- intact skin, and when handling items or surfaces soiled with blood or other potentially infectious material.

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- h) Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as possible when visibly soiled, torn, and punctured or when their ability to function as a barrier is compromised they shall not be washed or disinfected for re-use.
- i) Masks and Eye protection or chin-length face shields shall be worn whenever splashes, spray, spatter, droplets, or aerosols of blood or other potentially infectious materials may be generated and there is a potential for eye, nose, or mouth contamination.
- j) Appropriate protective clothing shall be worn when the employee has potential occupational exposure. The type and characteristics will depend upon the task and degree of exposure anticipated.
- k) Gowns, lab coats, aprons or similar shall be worn if there is a potential for soiling of clothes with blood or other potentially infectious materials.
- l) Fluid resistant clothing, surgical caps or hoods shall be worn if there is potential for splashing or spraying of blood or other potentially infectious materials.
- m) Fluid proof shoe covers shall be worn if there is potential for shoes to become contaminated and/or soaked with blood or other potentially infectious materials

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- n) Never perform mouth pipetting and never blowout pipettes that contains potentially infectious materials.
- o) Do not mix potentially infectious material by bubbling air through the liquid.
- p) Wash hands whenever gloves are changed.
- q) Use the facial barrier protection if a significant potential exists for the spattering of blood or body fluids.
- r) All chemicals including hazardous, reagents and dyes etc , are stored in a safety cabinet.

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